

Funeral and Embalmer Continuing Education Worksheet

You may use this worksheet to track continuing education activities. You must complete a minimum of five hours of continuing education (CE) each year. You do not need to submit your list of continuing education unless you are audited.

If you are chosen for an audit, in addition to the list of your continuing education activities, the board may request the following documentation:

- Receipts and certificates provided by universities, professional organizations, or other course presenters. Examples include signed attendance receipts, payment receipts, and certificates of completion and/or continuing education credit reports.
- Copies of lecture materials, course outlines, agendas, handouts, book covers, articles, or content outlines. If necessary to prove your participation, include corresponding travel receipts or expense reports. For multi-session events, highlight the sessions you attended on the agenda or schedule.

PRINT or TYPE Name (<i>Last, First, Middle</i>)		License number	Expiration date
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Date of activity	Descriptive title (highlight or write the title on your documentation)	Course provider (if applicable)	CE*
*CE hour = no less than 50 minutes of instruction			Total (5 CE minimum)